

# WHAT IS THE POWERPOINT?

## A guide to using MS PowerPoint 2007

by Tim Kitchen

MS PowerPoint is probably the most widely used presentation software in the world. It is designed to enhance verbal presentations but can be used to run entire presentations without a human presenter. It is also a very effective desktop publisher (DTP) and can also be used to create non-linear publications such as stories with alternative endings and digital portfolios.

Note that this guide has been creating using PowerPoint.

This guide will look at the following features:

- opening PowerPoint (p.2)
- creating backgrounds (p.3)
- creating new slides (p.3)
- transitions between slides (p.3)
- inserting text & word art (p.4)
- animating text & images (p.5)
- adding images (p.5)
- manipulating images (p.6)
- inserting videos (p.6)
- viewing the slides (p.7)
- using PowerPoint as a non-linear medium (p.7)



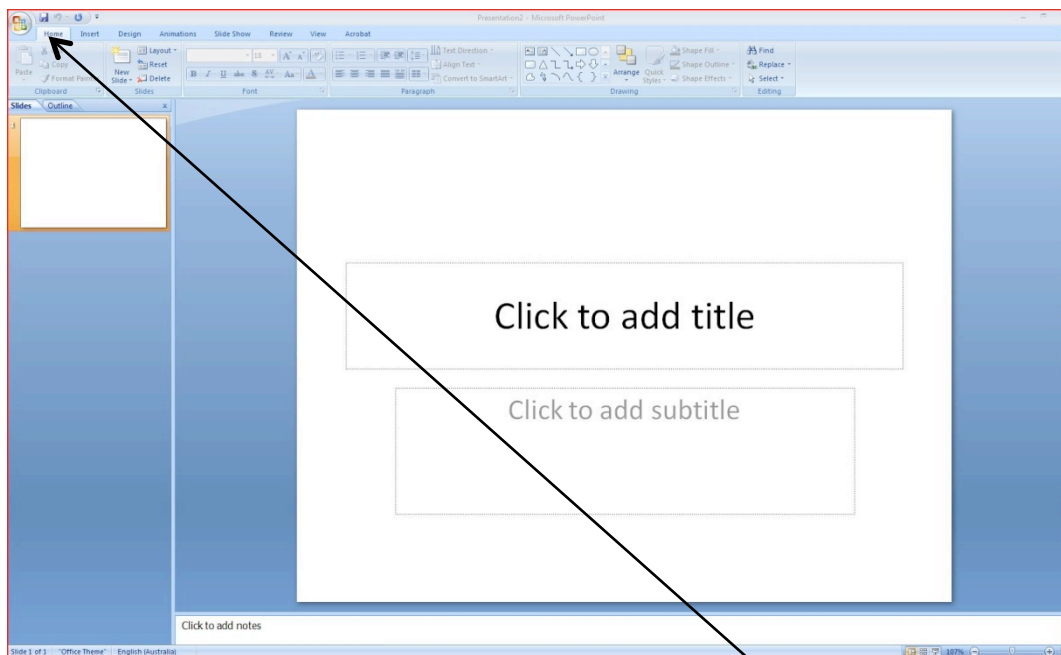
# Opening PowerPoint

If PowerPoint is not already available via the Windows Start logo on the bottom left hand of your desktop then do the following:

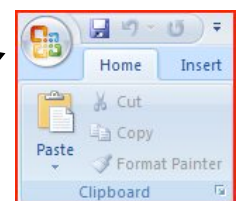


- 1 - Click the Windows Start logo
- 2 - Click on All Programs
- 3 - Click on the Microsoft Office button
- 4 - Click once on the Microsoft Office PowerPoint 2007 icon

The first thing you will probably notice about MS PowerPoint 2008 is the new look and the fact that it doesn't have a File or Edit dropdown window.



Most of the tools available via the old File menu are now found in the MS Office Button icon on the top left corner.



## Creating Cool Backgrounds

When you first open PowerPoint it sets up your first slide with a title & subtitle template.

I recommend that you delete these by clicking on the edge of each box and hitting the delete or backspace button.

This will leave you with a totally blank slide to play with.

I also recommend that you don't select the **template mode**. Templates are often hard to change once in place. They may look good for the initial slide but you may want more control over the look of the other slides.

To control the background do a right click in the slide then select the Format Background option.

This tool allows you to change the background colour/s as well as insert an image as the background of your slide.

Try to keep your background fairly neutral so it doesn't distract from the main content of the slide.

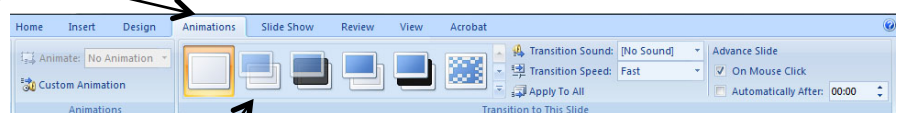
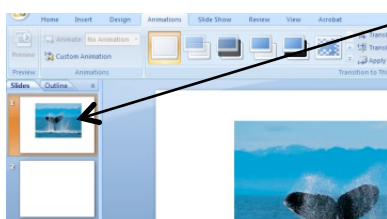
Note that you can also control the transparency of your backgrounds, which is helpful if your background conflicts with your text.

## Creating a new slide

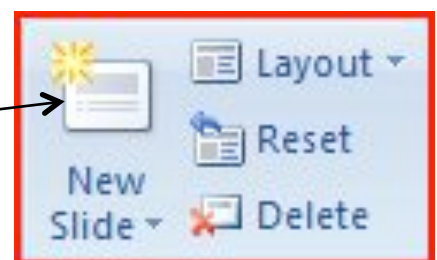
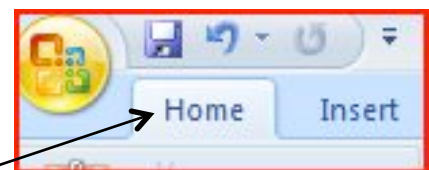
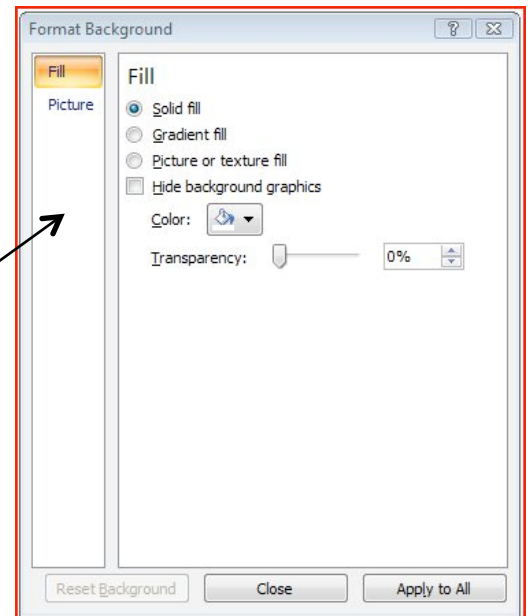
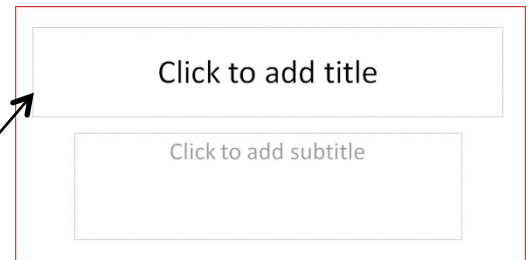
To create a new slide make sure the Home tab is clicked and select the New Slide button.

## Transition between slides

To design transitions between each slide, click the slide you want to manipulate on the left of your screen, then select the animation environment.



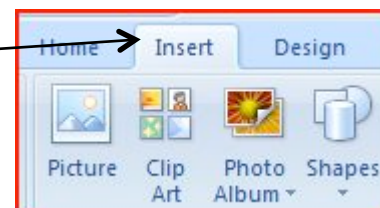
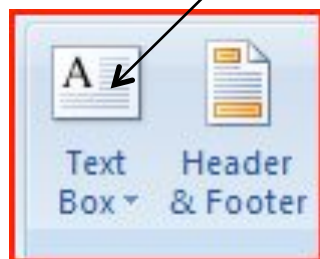
Note the range of transitions you can select and the automatic previews



## Inserting Text

Unlike a word processor, PowerPoint wants you to create a text box every time you need to insert text. There are various ways of creating a text box, the simplest is to remain in your Home environment then select the text box symbol.

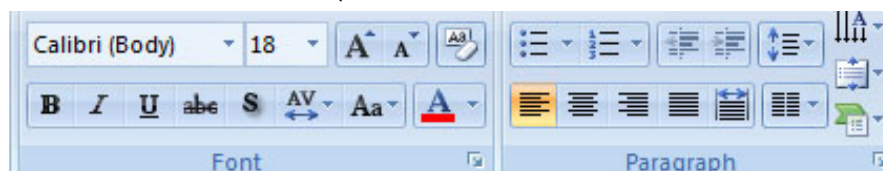
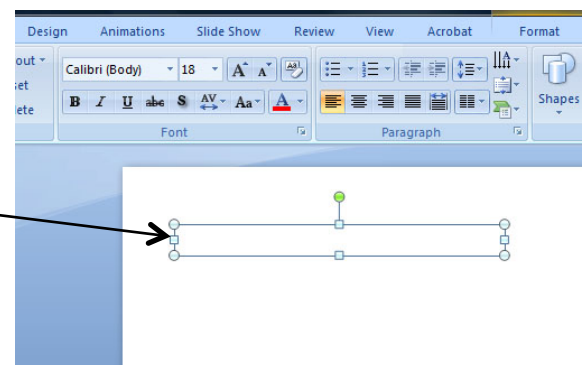
Alternatively, you can select the Insert tab to get into your Insert environment then select the text box icon.



Once the text box is activated, click **hold** and drag on the slide to the width that you want the text to appear.

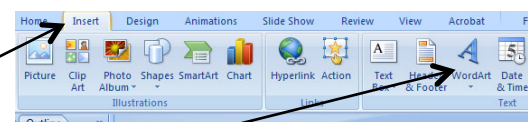
Then type your heart's content.

Note that most of the text manipulation tools available in MS Word are also available in MS PowerPoint.

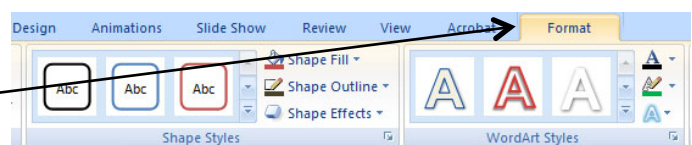


**WordArt**

Word Art is tool used to make nice headings. To activate it select the Insert environment then click the WordArt link.



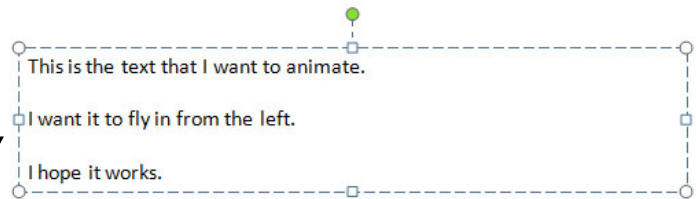
Once you select a style of WordArt, the Format environment should open up allowing you to modify a range of properties including size, colour and shape effects.



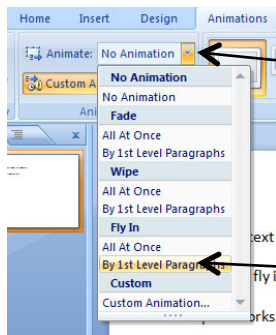
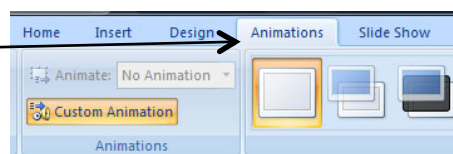
## Animating text

If there is large amount of text on your slide then it is a usual presentation convention to bring in the text one sentence or paragraph at a time and bring in the text as it being discussed in the presentation.

Step 1 – Select the text that you want to animate first.



Step 2 – Activate the Animations environment



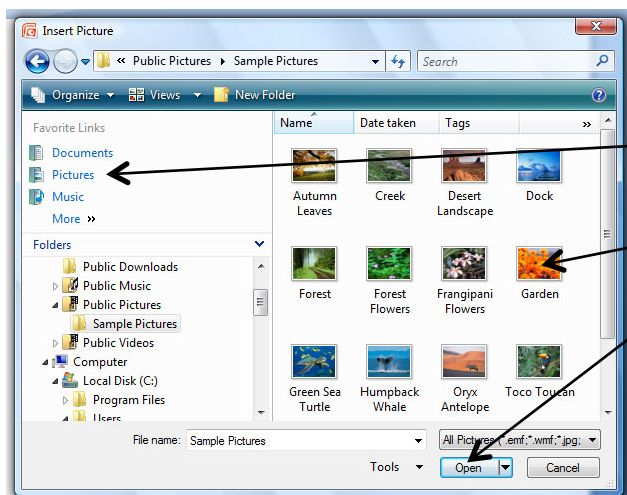
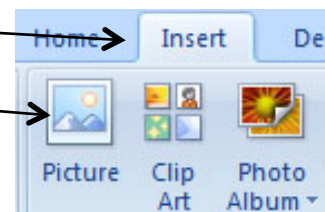
Step 3 – Click the little arrow next to the No Animation button and select the type of quick animation that you want (Fade, Wipe or Fly In).

Step 4 – Chose By 1<sup>st</sup> Level Paragraph so that each paragraph comes up separately within that text box.

## Adding images

There are two main ways of including images in your PowerPoint presentations one is to copy and paste and the other is to insert. It is better practise to insert from a known location.

Step 1 – Access the Insert environment then click the Picture button



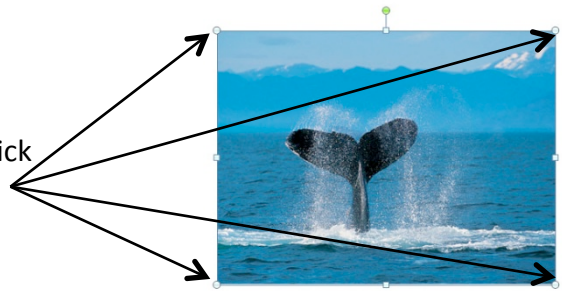
Step 2 – Search for the image you want to insert then either double click the image or click Insert or open once the image is selected.



## Manipulating images

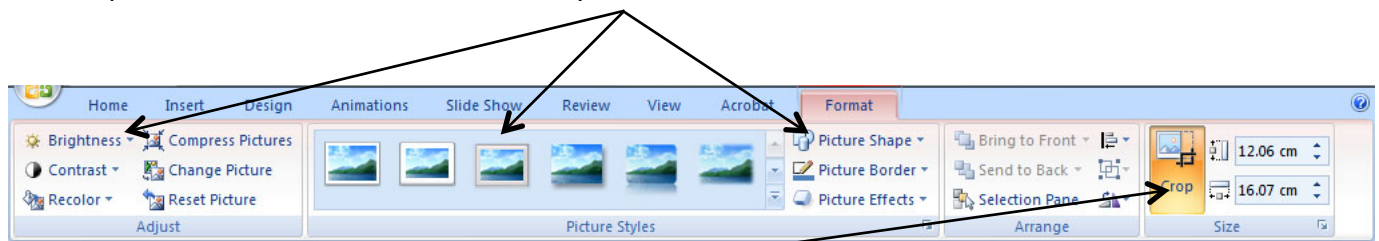
### Resizing

To resize an image and keep its dimensions consistent, click hold and drag from one of the four corner circles.



### Formatting images

When you select your image and then select the Format environment, a number of image manipulations tools become available to you.



### Cropping images

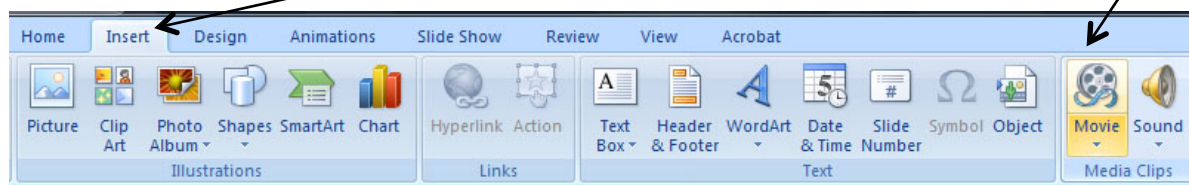
The cropping tool is worth noting. It allows you to crop out any section of the image that you don't want.

### Animating the image

Animating an image is similar to animating text. Following the instruction on page 5.

## Inserting video

Inserting video is like inserting still images. Activate the Insert environment then select the Movie button.



PowerPoint will recognise a range of video formats however it is wise to stick with AVI files. You can use software like Adobe Premier to make AVI files.

You can also convert already made videos on <http://www.youtube.com> to AVI files via websites such as:

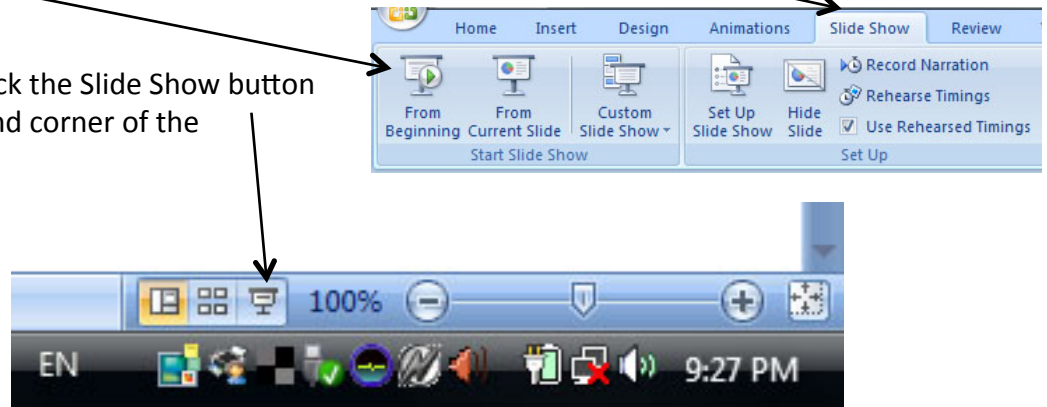
<http://vixy.net>

Note that Strathcona pays an annual licence so that videos from most sources can be used for educational purposes.

## Viewing the slides

To view your presentation in Slide Show View, click the Slide Show menu then the From Beginning button.

Alternatively you can click the Slide Show button near the bottom left hand corner of the environment

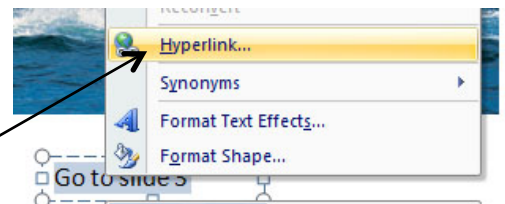


## Using PowerPoint as a non-linear medium

Most PowerPoint presentations are designed to go in order from the first to the last slide. However you can create hyperlinks on slides to allow the user to move to any button you choose, thus creating a non-linear presentation.

### Creating a hyperlink to a slide

Any text or image on your slide can be turned into a hyperlink by selecting it then right clicking your mouse and activating the Hyperlink function.



The Insert Hyperlink window allows you control what the button will link to such as:

- An existing file or web site (type URL here)
- A slide within your presentation (click here) then select the slide here

